



COMMAND INFORMATION OFFICE (CIO)

PURCHASE CARD

STANDARD OPERATING PROCEDURES

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NAVSEA COMMAND INFORMATION OFFICE

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TABLE OF CONTENTS

1. PURPOSE	2
2. DEFINITIONS	2
3. SUMMARY	2
4. PROCEDURES	2

1. PURPOSE

The purpose of this document is to specify the Standard Operating Procedures for use of the SEA 00I purchase card.

2. DEFINITIONS

Approving Official (AO) – An individual appointed as the Certifying Officer responsible for ensuring proper use of the purchase card through approval of purchases and certification of monthly invoices for payment for the cardholders within their purview. The AO is pecuniarily liable for payments he certifies. The SEA 00I Approving Official is Mr. Frank Ficadenti.

Cardholder – The individual who receives delegation of authority to purchase supplies and services using the purchase card. The cardholder will be held pecuniarily liable for the amount of any payment certified and paid based on false or negligent information provided to the AO. The SEA 00I cardholder is Sue MacIlwane.

3. SUMMARY

The purchase card is to be used to purchase supplies and services for official government business. The OOI single item purchase limit is \$1500. The OOI monthly purchase limit is \$2500. The card is specifically prohibited from being used for cash advances or for travel and/or travel related expenses.

The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation of an individual's purchase card and potential disciplinary action.

4. PROCEDURES

1. When a SEA 00I requirement for supplies and/or services is identified, a request shall be made to the cardholder for purchase of the item(s). A full description of the supply/service with a cost estimate must be given to the cardholder.
2. The cardholder will prepare a purchase order and will forward the order to the Approving Official (AO) for approval and signature.
3. If the AO approves the purchase order, he will sign it and return it to the cardholder.
4. Once in receipt of the approved and signed purchase order, the cardholder will order the supplies/services.

5. Supplies delivered to SEA 00I shall be accepted and signed for by SEA 00I2, Cheryl Downs. If Ms. Downs is not available, the SEA 00I Administrative Officer, Michael Peterson shall sign for the delivery. The person signing for the delivery shall *KEEP A COPY OF THE DELIVERY RECEIPT*. This signed receipt shall be given to the cardholder, Sue MacIlwane. Under no circumstances shall the cardholder accept and sign for delivery of an order. If delivered material is incorrect or defective the cardholder is responsible for returning it to the vendor within 5 days of receipt. The cardholder shall obtain a shipping receipt with tracking capability for all returned material.
6. The cardholder will reconcile the delivery receipts with the order and record receipt in the purchase card log.

The cardholder shall keep a Purchase Card log which documents individual transactions. The log shall contain the date the item or service was ordered, the merchant name, the dollar amount of the transaction, a description of the item or service ordered and the date the item was received. The cardholder shall retain financial records such as monthly invoices and statements for 6 years and 3 months. Purchase related records, such as purchase card logs and requisitions shall be kept for a minimum of 3 years.

The cardholder and AO shall review the monthly statements, reconcile them against available vendor receipts and the purchase card log. The AO authorizes payment of reconciled charges provided on the monthly billing/cardholder statements, accordingly.

The cardholder shall prepare and submit a reconciliation package with the above information to the purchase card manager, Tom Prunier, within 5 days of the end of each monthly billing cycle.